
Notice of Meeting of Creditors Continued/Rescheduled

STEP 1 Click on the **Bankruptcy or Adversary** hyperlink, whichever is appropriate, on the **Main Menu** then click on **Notices**.



STEP 2 The **Case Number** entry screen displays.

The image shows the 'Case Number' entry screen. It has a text box containing '04-20039'. Below the text box are two buttons: 'Next' and 'Clear'. A mouse cursor is pointing at the 'Next' button.

- ◆ **Case Number** - enter a case number in YY-NNNNN format
- ◆ Click on the **Next** button.

STEP 3 The **select the type of notice** screen displays.

The image shows the 'select the type of notice' screen. It has a list box with the following items: Meeting of Creditors Continued/Rescheduled (Ch. 7/11), Motion/Application, Notice (Generic), Notice to Take Deposition, Possible Exemptions, Substituting Attorney, Withdrawing Claim, and Withdrawing Document. The first item is selected. Below the list box are two buttons: 'Next' and 'Clear'. A mouse cursor is pointing at the 'Next' button.

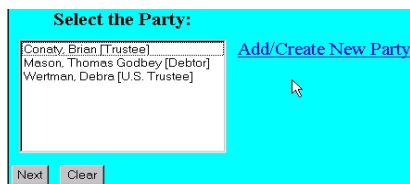
- ◆ Scroll through the options and highlight **Meeting of Creditors Continued/Rescheduled (Ch. 7/11)**.
- ◆ Click on the **Next** button.

STEP 4 The **Joint filing with other attorney(s)** prompt displays.

The image shows the 'Joint filing with other attorney(s)' prompt. It has a checkbox labeled 'Joint filing with other attorney(s)'. Below the checkbox are two buttons: 'Next' and 'Clear'. A mouse cursor is pointing at the 'Next' button.

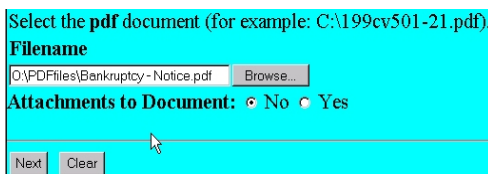
- ◆ Click in the **Joint filing with other attorney(s)** box if this is a joint motion to add any additional attorneys.
- ◆ Click on the **Next** button.

STEP 5 The **Select the Party** screen displays.



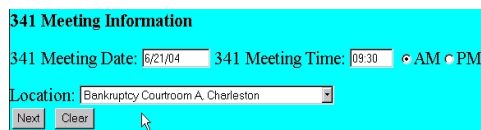
- ◆ Click on the party's name.
- ◆ Click on the **Next** button.

STEP 6 The **Select the pdf document** screen displays.




- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.
- ◆ Click on the **Next** button.

STEP 7 The **341 Meeting Information** screen displays.



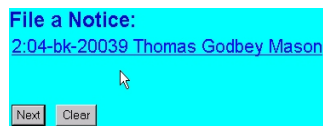
- ◆ Insert the continued/rescheduled 341 meeting date, time and am/pm.
- ◆ Click on the arrow and scroll down to select the appropriate meeting location.
- ◆ Click on the **Next** button.

STEP 8 The **Certificate of Service?** screen displays.

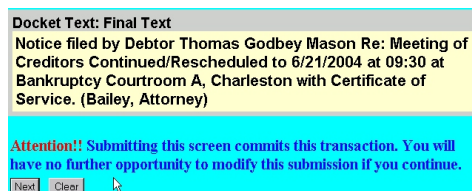


- ◆ Type a lowercase 'y' if your motion contains a Certificate of Service or a lowercase 'n' if you are not filing a Certificate of Service.
- ◆ Click on the **Next** button

STEP 9 A **Verification** screen displays. Verify the accuracy of the case name and case number, then click on the **Next** button.



STEP 10 The **Docket Text: Final Text** screen displays. This is the **LAST** opportunity to verify the accuracy of the information. Submission of this screen is **final**.



- ◆ Verify the final docket text. If correct, click **Next**.
- ◆ If the final docket text is incorrect, you must click on your **Browser's Back** button to correct your entries.
- ◆ Click on the **Next** button.

STEP 11 The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

